





# ONTARIO'S USED OIL COLLECTION PROGRAM

## A Compliance Guide

A guide to assist in the collection of used oil and other automotive wastes primarily from the "Do-It-Yourself" (DIY) consumer. Ontario's Used Oil Program was developed by the Ministry of the Environment and the Ontario Section of the Canadian Petroleum Products Institute (CPPI).



Environment  
Environnement

## ACKNOWLEDGEMENT

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## USED OIL AND THE ENVIRONMENT

Every year approximately one billion litres of lubricating oils are sold in Canada. Under normal circumstances, at least half of this amount, some 500 million litres, should become available for reuse or recycling. Unfortunately only about 250 million litres of used lubricating oil is actually accounted for. The remaining 250 million litres of oil is consumed or is discarded and disposed of improperly.

Of the total amount of oil that is sold in Canada, approximately 80 per cent is used by industry, and the remaining 20 per cent is used by individuals or "do-it-yourself" (DIY) household consumers. However, 90 per cent of all the oil sold to DIY consumers is unaccounted.

In Ontario, yearly lubricant sales amount to 389 million litres (1990). Of this amount, automotive lubricants account for 25 percent, or 97 million litres. The DIY portion of these lubricants account for 41 million litres annually. Taking consumption of oil into account, through the normal operation of vehicles, it is estimated that approximately 30 million litres per year of used oil from the DIY sector in Ontario is unaccounted for, i.e. consumed or is improperly disposed or discarded into the environment.

Traditionally, used oil has been disposed of by road oiling (banned in Ontario since 1989), landfilling, sewer discharge, burning in small industrial space heaters without Ministry approval, and indiscriminate dumping. Such disposal options clearly present threats to air, soil, and water quality.

Indiscriminate dumping of used oil poses the greatest environmental threat. This method of disposal is often carried out by the DIY consumer as it is perceived to be the only option available. Normally, disposal takes place at the closest convenient location, i.e. parking lots, garbage cans, back roads, driveways, or simply poured directly into storm and sanitary sewers.

The environmental risks associated with these disposal alternatives are quite serious. Emissions containing heavy metals and organics are of prime concern when used oil is burned as a fuel in equipment without proper pollution control devices. Used oil thrown into household garbage ends up in landfills from which the oil can contaminate ground and surface water and reduce soil productivity. Used oil poured down sewers can disrupt treatment plants and contaminate waterways. It only takes one litre of used oil to contaminate one million litres of fresh water.

## TABLE OF CONTENTS

<b>1.0</b>	<b>ONTARIO'S USED OIL COLLECTION PROGRAM</b>	<b>1</b>
1.1	Objectives	1
1.2	Government and Industry Co-Operation	1
1.3	Seller Responsibility	1
1.4	Types of Automotive Wastes Collected	2
1.5	How to Establish a Used Oil Depot	2
<b>2.0</b>	<b>DEFINITIONS</b>	<b>4</b>
<b>3.0</b>	<b>USED OIL DEPOT REQUIREMENTS</b>	<b>5</b>
3.1	Notification	5
3.2	Hours of Operation	6
3.3	Procedure to Accept Waste	6
3.4	Security	7
3.5	Spills and Fires	7
3.6	Training	7
<b>4.0</b>	<b>DAILY INSPECTION REQUIREMENTS</b>	<b>8</b>
4.1	Visual Inspection	8
4.2	Record Keeping	8
<b>5.0</b>	<b>MANAGING THE COLLECTED WASTE</b>	<b>9</b>
5.1	Collection Agreement With Certified Carrier	9
<b>6.0</b>	<b>WASTE STORAGE CONTAINERS</b>	<b>10</b>
6.1	Acceptable Storage Containers	11
<b>7.0</b>	<b>OTHER ONTARIO GOVERNMENT REQUIREMENTS</b>	<b>12</b>
7.1	<i>Ontario Fire Code</i>	12
7.2	<i>Gasoline Handling Code</i>	12
7.2.1	Above-Ground Storage Containers	12
7.2.2	Underground Storage Containers	13
<b>8.0</b>	<b>UNACCEPTABLE WASTE</b>	<b>14</b>
8.1	Refusal Of Customer's Waste Oil By Depot Employee	14
8.2	Refusal Of Depot Waste Oil By Receiver	15
	<b>APPENDICES</b>	
<b>APPENDIX 1</b>	<b>SAMPLE FORMS</b>	<b>16</b>
	<b>RECORD KEEPING</b>	
	Used Oil	17
	Used Oil Filters	18
	Used Antifreeze	19
	Used Oil Depot Daily Inspection Record	20
	<b>NOTIFICATION LETTERS</b>	
	Opening Selected Waste Depot	21
	Closing Selected Waste Depot	22
<b>APPENDIX 2</b>		<b>23</b>
	Checklist	24
	Contact List	25
	Consumer Education	27

## Using This Guide

This guide has been produced to assist sellers of automotive products to establish a used oil depot following a permit-by-rule approvals process under Regulation 309, as amended by Ontario Regulation 501/92, of the *Environmental Protection Act*. Regulation 309 refers to used oil depots as "**Selected Waste Depots**". The legislative requirements for *used oil depots* are described in Sections 2 to 6 of this guide. In addition, Section 7 provides summary requirements under the *Ontario Fire Code* and the *Gasoline Handling Code*. By following these requirements, a used oil depot may commence operation.

The appendices contain a list of contacts, suggested forms, and sources for promotional material aimed at consumers.





and actively promote the service to consumers. Alternatively, a seller must provide a *contracted service* through an off-site facility for the collection of used oil and related automotive wastes.

The establishment of used oil depots in Ontario initially will be done on a voluntary staged basis as agreed upon by the Ministry of the Environment and the CPPI (Ontario section). However, it is anticipated that participation will be mandatory, by mid 1993, for all sellers of automotive lubricants to establish depots for the collection of used oil. If the voluntary targets are not achieved, the regulatory process for mandatory used oil collection will be accelerated. Although the initial focus of the used oil collection program is to capture DIY used oil, sellers can later expand the program to collect other related wastes such as waste oil filters and waste antifreeze.

## **1.4 Types of Automotive Wastes Collected**

A used oil depot in Ontario can collect waste lubricants, waste oil filters, and waste antifreeze. The wastes can only come from the following consumer groups: Householders, farm operations, and small businesses. A person can bring no more than 25 litres per day of the allowed liquid wastes and no more than 5 oil filters per day to a used oil depot.

## **1.5 How to Establish a Used Oil Depot**

Used oil depots are regulated by the Ministry of the Environment. Retail and wholesale vendors of lubricants have two options for establishing a regulated used oil depot:

- By applying directly to the Ministry of the Environment for a Certificate of Approval (C of A) under section 27 of the *Environmental Protection Act*; or
- By demonstrating compliance with a set of specific requirements in Regulation 309 to the satisfaction of the Ministry of the Environment.

The second option has been referred to as a "Permit-By-Rule" approval process. It is significantly faster, but just as effective as getting approval for a waste disposal facility through the traditional C of A approach. Provided that certain requirements are met, a C of A is deemed to exist with respect to the use, operation, establishment, alteration, enlargement or extension of a used oil depot.

## **1.0 ONTARIO'S USED OIL COLLECTION PROGRAM**

### **1.1 Objectives**

Ontario's Used Oil Collection Program has two main objectives:

- Help prevent used oil and related automotive wastes from polluting the environment; and
- Encourage the re-refining of used oil and the recycling of related automotive wastes collected through this program.

The program is aimed primarily at collecting used oil and other automotive wastes from the "Do-It-Yourself" (DIY) consumer. A DIY consumer is someone who does routine vehicle maintenance at home rather than at a service centre. The types of wastes that this person generates are hazardous to the environment. They include such things as oils and fluids from the crankcase, transmission, cooling and brake systems of an automobile.

### **1.2 Government and Industry Co-Operation**

Ontario's Used Oil Collection Program was developed jointly by the Ministry of the Environment and the Ontario Section of the Canadian Petroleum Products Institute (CPPI). CPPI represents the "downstream" side of the oil industry, including companies that operate refineries, distribution centres, and stores selling petroleum products.

As part of its mandate to encourage greater environmental responsibility in the petroleum industry, CPPI has launched a national program for the collection and recycling of used oil. Provincial governments across Canada have been approached by CPPI to develop enabling legislation and regulations that would require all vendors of motor or lubricating oil to provide on-site or contracted facilities for the collection of used oil from their customers.

### **1.3 Seller Responsibility**

It is the responsibility of the seller of "over-the-counter" automotive lubricants to accept used oil from the DIY consumer at no cost to the consumer. The seller will operate an on-site *used oil depot*, maintain accurate records, ensure that the wastes are safely handled and collected for recycling or processing,

Permit-by-rule approval, however, strictly applies to the environmental requirements for the establishment and operation of a used oil depot. Additional approvals may be necessary under municipal by-laws and other provincial legislation such as the *Ontario Fire Code* and the *Gasoline Handling Code*. Furthermore, compliance with the permit-by-rule requirements does not exempt the operator of a depot from compliance with other environmental laws and regulations. The following Sections (2 to 6) outline the legislative requirements for establishing a used oil depot (selected waste depot) in Ontario.

## 2.0

## DEFINITIONS

There are a number of terms used in this guide which are consistent with the terminology in Regulation 309 under the *Environmental Protection Act*:

### ***Regional Director***

A Regional Director of the Ministry of the Environment means a director who is responsible for a region established by the Ministry for administrative purposes but does not mean the Director of the Waste Management Branch.

### ***Selected Waste Depot***

This is the legal name for a "used oil depot". The depot must be at a location at which a business sells a selected product and accepts, handles and stores the selected waste resulting from that product. (eg. Business sells lubricant and accepts waste lubricant)

### ***Selected Waste***

Waste lubricant, waste oil filters and waste antifreeze are selected wastes. *Waste lubricant* means crankcase oils, gear oils, transmission fluid and hydraulic fluid.

### ***Selected Product***

Lubricant, oil filters and antifreeze are selected products.

### ***Chief Fire Official***

Chief Fire Official is the Municipal Fire Chief or a member of the fire department designated by the Municipal Fire Chief or a person appointed by the Fire Marshal.

### **3.0**

## **USED OIL DEPOT\* REQUIREMENTS**

**\* Referred to as "Selected Waste Depot" in Regulation 309**

### **3.1**

#### **Notification**

##### ***15 Days Prior to Opening***

The owner and operator shall ensure that no waste is accepted at the depot until written notice is given to the Regional Director of the Ministry of the Environment and the Chief Fire Official. The notice must include information on:

- Address of the depot and the location of the depot at the address
- Business name
- Types of wastes to be collected
- Size, type and number of storage containers that will be used

See Appendix 1 for suggested form.

If there is any change with respect to the above information, the owner and operator of the depot shall notify the Regional Director and Chief Fire Official no later than 15 days before the change occurs.

##### ***90 Days After Closure***

The owner and operator shall ensure that all selected waste is removed from the depot no later than 90 days after the depot closes.

##### ***95 Days After Closure***

Written notice must be given to the Regional Director and the Chief Fire Official in your local area. This notice must include:

- Address of the depot and the location of the depot at the address
- Date the business ceased to collect selected waste
- A statement that all waste from the operation of the depot has been removed from the facility.

See Appendix 1 for suggested form.

### 3.2 Hours of Operation

The owner and operator of a depot shall clearly post the days and hours when selected waste will be accepted at the depot.

### 3.3 Procedure to Accept Waste

- Only waste lubricant, waste oil filters and/or waste antifreeze generated by householders, farm or agricultural operations, or small businesses that generate less than 25 litres per month, of the above liquid waste, may be accepted at the depot.

*Note:* Small businesses that generate less than 25 litres per month are referred to as small quantity generators. If these generators transport their selected waste directly to a selected waste depot, their vehicle is exempt from the requirement to have a Certificate of Approval to transport the waste.

- The depot can only accept selected waste that would be generated from a selected product that the business sells.
- No more than 25 litres of waste lubricant or waste antifreeze can be deposited by a consumer on any one day.
- No more than 5 waste oil filters can be deposited by a consumer on any one day.
- The waste must be inspected by the employee accepting the waste to ensure that the contents are acceptable.
- Following acceptance of the waste, it must be deposited forthwith into a storage container by the employee. Consumers must not have access to the storage container.
- A record of the collected waste must be completed and includes the following:
  - Employee's name who accepted the waste and date
  - Name and address of the consumer who brought the waste to the depot
  - Type and approximate quantity of the waste

The record must be kept at the depot for two years after it is made and is available to provincial officers for inspection.

See Appendix 1 for suggested form

### **3.4 Security**

The owner and operator of a depot shall ensure that:

- Fencing, locks and gates, and any other appropriate measures, that may be needed to secure the waste at the depot, are installed.
- Access to stored waste at the depot is restricted to people authorized by the owner and operator of the depot

### **3.5 Spills and Fire**

The owner and operator of a depot shall ensure that fire fighting and spill containment and cleanup equipment should be appropriate to the quantity and type(s) of waste on site. This equipment must be immediately accessible if needed. For direction on what equipment would be appropriate for your particular depot contact the local Fire Inspector.

### **3.6 Training**

The owner and operator of a depot shall ensure that each person who accepts, handles, stores or deposits selected waste at the depot is knowledgeable about:

- Legislation, regulations and Ministry guidelines relevant to the operation of the depot,
- Environmental issues related to the waste to be collected,
- Occupational health and safety concerns,
- Emergency management procedures for the waste,
- Use and operation of any equipment to be used for the safe operation of the depot, and
- Reporting, cleanup and disposal duties arising as a result of a spill.

## **4.0 DAILY INSPECTION REQUIREMENTS**

### **4.1 Visual Inspection**

The owner and operator of the depot shall ensure that the depot is visually inspected for leaks or spills of collected waste at least once each business day by a trained person.

### **4.2 Record Keeping**

At the time of inspection, an inspection record is completed indicating the following:

- Date of each inspection
- Person name who is performing the inspection, the date and the result of the inspection

The inspection record must be kept at the depot for two years after it is made and is available to provincial officers for inspection.

See Appendix 1 for suggested inspection record form.



## 5.0

## MANAGING THE COLLECTED WASTE

### 5.1

### Collection Agreement With Certified Carrier

The owner and operator of the selected waste (ie. "used oil") depot must have a written agreement on site for the collection and management of the waste by a carrier certified by the Ministry of the Environment. A copy of the written agreement must be kept at the depot during the term of the agreement and for two years after the expiration of the agreement has occurred and is available to provincial officers for inspection.

This agreement shall state:

- Name and address of an owner and operator of the depot
- Name and address of the carrier responsible to remove the waste
- Type of selected waste to be removed
- Carrier's certificate of approval number
- Name, address and phone number of the carrier's primary contact person
- Expected frequency of pick-up by the carrier
- Expiry date of the agreement

Selected waste stored at or *moved from* a selected waste depot that has the above written agreement is exempt from the generator registration and manifest requirements of Regulation 309.

## 6.0

## WASTE STORAGE CONTAINERS

Waste lubricant, antifreeze and oil filters shall be stored in separate storage containers and in accordance with the following rules. In the event of a conflict between the selected waste (ie. "used oil") depot requirements and the requirements of the *Gasoline Handling Code*, R.R.O. 1980, Reg. 439 and the *Ontario Fire Code*, R.R.O. 67/87, the provisions of the *Gasoline Handling Code* and the *Ontario Fire Code* prevail. The following are the Ministry of the Environment storage container requirements. Additional requirements are legislated under the *Gasoline Handling Code* and the *Ontario Fire Code*.

### ABOVE-GROUND CONTAINERS

#### *Labelling*

Label on each storage container must clearly and legibly indicate:

- Type of waste that it contains
- Name and address of the depot

#### *Maintenance*

The storage containers shall be stored, handled and maintained so as to prevent leaks or spills, damage or deterioration of the container or any adverse effect.

#### *Space Allowance*

The storage container shall be stored in a manner that facilitates the use of fire fighting equipment and spill containment and clean-up equipment throughout the depot and surrounding area. It shall also be stored in a manner that facilitates inspection of the depot by a provincial officer:

#### *Containment System*

Above-ground containers that are used to store selected waste shall have a secondary containment system capable of containing leaks or spills and preventing the leaks or spills from entering municipal sewers, other drainage systems or the natural environment.

In the case of above-ground storage containers being located outdoors and where the base rests on the ground, the secondary containment system shall be capable of draining leaks or spills away from the outdoor above-ground container.

## UNDERGROUND CONTAINERS

In the case of *underground storage containers*, a label or other identification may be located on the fill pipe for the container and does not need the name and address of the depot.

### 6.1 Acceptable Storage Containers

The following list of *recommended* container design standards are acceptable under the *Gasoline Handling Code* and the *Ontario Fire Code* for the storage of waste oil, waste antifreeze and waste oil filters:

#### *Above-Ground Storage Containers for Waste Oil and Antifreeze*

Standard No.	Description
TC57	Liquid, mobile container
TC17C	Metal Drum, 40psi
TC17E	Metal Drum, 15 psi
TC17H	Metal drum, removable lid
TC34	Plastic Drum
CSA-B620	Build & maintain container
CSA-B621	Filling standards
ULC/ORD 142.23	Designed for used oil
ULC/ORD 142.3	Steel above ground tank
CAN4-S601	Steel above ground horizontal tank

#### *Underground Storage Containers for Waste Oil and Antifreeze*

ULC- S603	Increased corrosion protection
ULC- S603.1	
ULC- S615	

#### *Storage Containers for Waste Oil Filters*

TC56	Solid, mobile container
TC34	Plastic drum

## 7.0 OTHER ONTARIO GOVERNMENT REQUIREMENTS

### 7.1 *Ontario Fire Code*

The Ministry of the Solicitor General, Office of the Fire Marshal, administers the provincial *Fire Marshals Act* and the *Ontario Fire Code*. Requirements in the *Fire Code* address storage containers located indoors and outdoors. Underground storage is administered by the Ministry of Consumer and Commercial Relations covered in the next section.

The current *Ontario Fire Code*, modelled after the *National Fire Code*, classifies waste oil as a Class 1 flammable liquid. The *National Fire Code* is in the process of being amended to reclassify waste oil, drained from motor vehicles and not contaminated with other materials, from Class 1 to Class 3A liquid. Contact the Ontario Office of the Fire Marshal for information regarding further requirements for storage of waste oil.

### 7.2. *Gasoline Handling Code*

The Ministry of Consumer and Commercial Relations, Fuels Safety Branch, administers the *Gasoline Handling Act* and the *Gasoline Handling Code*, which deals with gasoline and associated products. Used oil at retail and private gasoline outlets is also regulated by the *Gasoline Handling Code*. The Fuels Safety Branch is in the process of revising the *Gasoline Handling Code*. The following information summarizes current and proposed requirements in the Code that relates to used oil. Contact the Ministry of Consumer and Commercial Relations, Fuels Safety Branch, for further information regarding the *Gasoline Handling Act* and *Code*.

#### 7.2.1 Above-Ground Storage Containers

The **current** *Gasoline Handling Code* effectively limits the above-ground storage of Class 1 liquids at retail gasoline outlets to 205 litres (45 Gallons). The diking requirements need a minimum of 110% capacity of the tank.

In the **proposed** revision to the *Gasoline Handling Code*, the capacity of the above-ground storage, at a gasoline retail outlet, may be increased to 2500 litres, if the container is certified by the Underwriters' Laboratories of Canada as meeting the standard ULC/ORD 142.3-1991. This requirement applies when the storage tank is located within 15 metres of buildings or areas of the property to which the public has access. The storage tank or container shall:

- Meet the specific container design standards.
- Be located at a distance of at least 7.5 metres from direct contact with source of ignition.
- Be protected from physical damage.
- Be secured to prevent unauthorized access.

### 7.2.2 Underground Storage Containers

The **current** *Gasoline Handling Code* requires that where waste oil is collected in an underground tank, that the fill pipe shall be tightly capped at all times when not in use, and located outside the building. The storage tanks must be located underground outside of the building and vented to outside air. The fill pipe shall be equipped with a tight fitting cover.

In the **proposed** revision to the *Gasoline Handling Code*, a fill pipe may be inside **only** if:

- There are no other Class 1 products being handled.
- There are no ignition sources within 7.5 metres of the fill pipe.
- The fill pipe had a self closing valve to prevent the emission of waste oil vapours.

## **8.0 UNACCEPTABLE WASTE**

### **8.1 Refusal Of Customer's Waste Oil By Depot Employee**

This section provides additional information to assist the person accepting waste oil in determining what waste is unacceptable. It does not provide further details for waste antifreeze or waste oil filters as there is little operating experience with the collection of used oil filters and waste antifreeze at this time. To reduce the occurrence of contaminated waste oil being introduced into the waste storage container, the attendant must ask the customer whether the waste oil contains anything except waste oil and visually examine the oil for contaminants.

Unacceptable materials in the waste oil include:

- Gasoline
- Paints or varnishes
- Antifreeze
- Solvents/thinners
- Insecticides
- Household chemicals, (ie. cleansers)

#### **Things to Look For:**

- Water
- Paint chips
- Thickness of oil. Thin oil may suggest mixing of unacceptable wastes.
- Separation into levels. Oil does not separate.
- Unusual odours may suggest mixing with unacceptable materials.

Any of the above signs suggest contamination. NO WASTE should be accepted if there is any indication of contamination as the Selected Waste Depot regulation clearly limits the type of waste that can be accepted. The disposal of contaminated waste is also very costly. In the case of a consumer depositing waste at the depot that is clearly contaminated, the person responsible for accepting the waste should return the waste to the consumer and direct them to an alternative disposal site for unacceptable waste. The consumer should also be given educational material that explains what wastes are unacceptable.

Each depot should have alternative disposal sites listed for the customer's use. These will include permanent Household Hazardous Waste Depots and dates of the Household Hazardous Waste Days in the Municipal area. Contact the local municipal office for further details regarding the location and hours of operation of these sites.

See Appendix 2 for suggested Checklist form.

## **8.2 Refusal Of Depot Waste Oil By Receiver (waste oil processor, re-refiner)**

As noted in Section 5.1, each depot must have a written agreement with a carrier certified by the Ministry of the Environment for the collection of the waste. The carrier takes the waste to a ministry-certified "receiver", such as a re-refiner or waste processor.

The receiver of the selected waste (ie. "used oil") tests the waste shipments prior to bulking with other received waste. If the waste has levels of contaminants, such as PCB's, that exceed acceptable limits, the load can be refused and the offending generator will be contacted. If a selected waste depot is identified as the source of the contaminants, contact the Ministry of the Environment, Waste Management Branch, for further direction regarding the disposal of highly contaminated used oil.

## **APPENDIX 1: SAMPLE FORMS**

The following **sample forms** have been included for use at the depot or used as an **example** for a business to produce individualized forms:

### **RECORD KEEPING**

- Used Oil
- Used Oil Filters
- Used Antifreeze
- Daily Inspection

### **NOTIFICATION LETTERS**

- Opening Selected Waste Depot
- Closing Selected Waste Depot





## RECORD KEEPING FOR OIL FILTERS

[illegible]

**START DATE:**

**END DATE:**

**TOTAL:**

# RECORD KEEPING FOR ANTIFREEZE

## H - House Holders

### F - Farm Operation

**B - Business Generating less than 25 litres/Month**

[illegible]**TOTAL:****START DATE:****END DATE:**

## USED OIL DEPOT DAILY INSPECTION RECORD

[illegible]

**OPENING NOTIFICATION FORM**  
**15 DAYS PRIOR TO OPENING A SELECTED WASTE DEPOT**

**DATE:** \_\_\_\_\_

**ADDRESSEE: ENVIRONMENT REGIONAL DIRECTOR/CHIEF FIRE OFFICIAL :ONE COPY EACH**

**NAME OF COMPANY:** \_\_\_\_\_

**PHONE #:** (       ) \_\_\_\_\_

**DEPOT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**LOCATION OF DEPOT AT THE ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EXPECTED FIRST BUSINESS DAY:** \_\_\_\_\_

**TYPES OF WASTE TO BE COLLECTED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>CONTAINERS:</b>	<b>SIZE</b>	<b>TYPE</b>	<b>AMOUNT</b>
--------------------	-------------	-------------	---------------

**OIL:** \_\_\_\_\_

**ANTIFREEZE:** \_\_\_\_\_

**OIL FILTERS:** \_\_\_\_\_

**OTHERS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**CLOSING NOTIFICATION FORM  
WITHIN 95 DAYS OF CLOSING SELECTED WASTE DEPOT**

**DATE:** \_\_\_\_\_

**ADDRESSEE: ENVIRONMENT REGIONAL DIRECTOR/CHIEF FIRE OFFICIAL**      **ONE COPY EACH**

**NAME OF COMPANY:** \_\_\_\_\_

**DEPOT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION OF DEPOT AT THE ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LAST BUSINESS DAY OF SELECTED WASTE DEPOT:** \_\_\_\_\_

**ALL WASTE REMOVED FROM THE OPERATION**

**OF THE SELECTED WASTE DEPOT:**      **YES**      **NO**

**AMOUNT OF FINAL DEPOT WASTE TRANSFERRED:**

**OIL:** \_\_\_\_\_

**ANTIFREEZE:** \_\_\_\_\_

**OIL FILTERS:** \_\_\_\_\_

**OTHERS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

## **APPENDIX 2**

CHECKLIST

- Used Oil Collection

CONTACT LIST

- For further information...

CONSUMER EDUCATION

- Public education information

## CHECKLIST FOR USED OIL COLLECTION

☐ Ensure customer is a householder, farm or agriculture operator, or from a small business producing less than 25 litres of used oil per month.

☐ Ensure that amount of used oil brought in is no more than 25 litres.

☐ Ask customer if used oil contains anything except used oil.

Unacceptable materials include:

- gasoline
- paint or varnishes
- antifreeze
- solvents/thinners
- insecticides
- household chemicals
- or anything except crankcase oils gear oils, transmission fluids or hydraulic fluids.

☐ Examine the oil.

Refuse to accept used oils that may contain something other than used motor oil. Unacceptable materials can contaminate the entire storage tank.

**Check for**

- water
- paint chips
- viscosity, thin oil
- separation into layers

If used oil is unacceptable, return it to customer and politely explain which oils are acceptable. Provide list of alternative waste sites, such as municipal household hazardous waste depots/days.

☐ Complete used oil record.

Record must have customers name, address, and quantity of oil deposited, date and employee's I.D.

☐ Deposit oil in storage container.

**Only** trained employee deposits used oil into storage container. If container is outside, be sure it is locked.

☐ Check for spills or leaks each day of business.

☐ Complete daily inspection record.



# CONTACTS

## **Canadian Petroleum Products Institute (CPPI)**

235 Yorkland Boulevard  
Suite 510  
North York, Ontario  
M2J 4Y8  
General Inquiry (416) 492-5677  
Fax (416) 492-2514

## **Ministry of Environment (MOE)**

Waste Management Branch  
2 St. Clair Avenue West, 14th floor  
Toronto, Ontario  
M4V 1L5  
General Inquiry (416) 323-5200  
Toll Free 1-800-268-4483  
Fax (416) 323-5031

## **MOE Spills Action Centre (SAC)**

General Inquiry (416) 325-3000

## **MOE REGIONAL OPERATIONS DIRECTORS**

### **Central Region**

General Inquiry (416) 424-3000  
Fax (416) 963-2935  
Toronto Regional Office  
7 Overlea Boulevard, 4th Floor  
Toronto, Ontario  
M4H 1A8

### **Northeastern Region**

General Inquiry (705) 675-4501  
Fax (705) 675-4180  
Sudbury Regional Office  
199 Larch Street, 11th Floor  
Sudbury, Ontario  
P3E 5P9

### **Southeastern Region**

General Inquiry (613) 549-4000  
Fax (613) 548-6908  
Kingston Regional Office  
Box 820  
133 Dalton Avenue  
Kingston, Ontario  
K7L 4X6

### **Northwestern Region**

General Inquiry (807) 475-1205  
Fax (807) 475-1754  
Thunder Bay Regional Office  
P.O. Box 5000  
435 James Street South, 3rd Floor  
Thunder Bay, Ontario  
P7C 5G6

### **West Central Region**

General Inquiry (416) 521-7640  
Fax (416) 521-1601  
Hamilton Regional Office  
P.O. Box 2112  
119 King Street West, 12th Floor  
Hamilton, Ontario  
L8N 3Z9

### **Southwestern Region**

General Inquiry (519) 661-2200  
Fax (519) 661-1742  
London Regional Office  
985 Adelaide Street South  
London Ontario  
N6E 1V3

**MCCR:** Ministry of Consumer and Commercial Relations  
General Inquiry (416) 326-8555  
555 Yonge Street  
Toronto, Ontario  
M7A 2H6

Fuels Safety Branch  
General Inquiry (416) 234-6030  
Fax (416) 234-6037

**MSG:** Ministry of Solicitor General  
General Inquiry (416) 314-3333  
Fax (416) 314-3360  
25 Grosvenor Street  
Toronto, Ontario  
M7A 1Y6

Fire Marshal's Office  
Research and Standards Unit  
General Inquiry (416) 325-3200  
Fax (416) 325-3213

**WHMIS:** Ministry of Labour  
Workplace Health & Safety Agency  
General Inquiry (416) 975-9728  
Fax (416) 975-9775  
121 Bloor St. East, 9th Floor  
Toronto, Ontario  
M4W 3M5

**PO:** Publications Ontario  
General Inquiry (416) 326-5300  
880 Bay Street, 5th Floor  
M7A 1N8

**CSA:** Canadian Standards Association  
General Inquiry (416) 747-4000 or (416) 747-4058  
178 Rexdale Boulevard  
Rexdale, Ontario  
M9W 1R3

**ULC:** Underwriters' Laboratories of Canada  
General Inquiry (416) 757-3611  
7 Crouse Road  
Scarborough, Ontario  
M1R 3A9

**TC:** Transport Canada Dangerous Goods  
General Inquiry (613) 991-5763  
344 Slater Street  
Ottawa, Ontario  
K1A 0N5

## CONSUMER EDUCATION INFORMATION

### CONSUMER EDUCATION AND PROMOTION

Consumer education is important to the success of Ontario's used oil collection program. Do-it-yourself consumers need to be made aware of the proper disposal of waste lubricants, oil filters, and antifreeze; and, they need to know where to return these automotive wastes.

An owner or operator of a used oil depot can help by posting a clearly visible sign that identifies the location as a "Used Oil Depot" or provides direction on where to take the waste lubricants. The sign should prominently display the used oil recycling symbol developed and owned by the Canadian Petroleum Products Institute (CPPI).

It would also be helpful to distribute brochures at point-of-purchase which explains the need to collect and to recycle used oil.

The used oil symbol, posters and other CPPI-approved promotional materials are available by contracting a sales representative of the oil manufacturer or wholesale distributor.

The Ministry of the Environment is maintaining a list of used oil depots in Ontario. Consumers are able to call the ministry's public information centre to find out the location of the nearest used oil depot.

